



## **CITY OF HAYWARD**

### **AGENDA REPORT**

AGENDA DATE 11/25/03

AGENDA ITEM 3

WORK SESSION ITEM \_\_\_\_\_

**TO:** Mayor and City Council

**FROM:** Director of Public Works

**SUBJECT:** Authorization for City Manager to Execute a Professional Services Agreement with Aviation Management Consulting Group to Update Primary Documents for the Hayward Executive Airport

#### **RECOMMENDATION:**

It is recommended that City Council adopt the attached resolution, which authorizes the City Manager to execute an Agreement for Professional Services with Aviation Management Consulting Group.

#### **BACKGROUND:**

The Hayward Municipal Code (Chapter 2, Article 6) addresses "Department Rules and Regulations." With respect to the Airport Division, this document has not been revised since May 1970. Since that time, the industry has experienced countless reforms covering aviation law, challenges to airport security, consumer protection, safety regulations, technical applications and standard aviation practices. Article 6 needs to be updated for consistency with today's regulatory measures. Similarly, the Airport's "Minimum Standards for Commercial Aeronautical Activities" is in need of modification. Revising the Airport's commercial aviation standards will assist the City with meeting Federal Aviation Administration (FAA) requirements. Airports must establish that commercial aviation facilities and services are made available on fair and reasonable terms without discrimination or economical bias. The assemblage of these two documents is often informally identified as an airport's "Primary Documents."

#### **DISCUSSION:**

To assist the City in updating the Primary Documents, Aviation Management Consulting Group was selected through an RFP process.

It is expected that updating the Airport's Primary Documents will take about one year. Throughout this project, there will be considerable City, tenant and public interaction. Initially, through distribution of a comprehensive written survey to tenants and users of the Airport, the consultant will compile a wide-range of data including information on: a) existing conditions (current Primary Documents); b) the community; c) the Airport in general; d) the tenants; and e) the marketplace. The consultant will then review and analyze this data. Concurrently, the consultant will also be reviewing all pertinent studies and reports addressing general aviation demand/capacity and related issues, as well as analyze the Airport's historical operational data.

To augment effective dialogue with Airport tenants and users, staff has structured a Primary Documents Working Group. The working group is comprised of 12 people consisting of the following interests: large-size FBO, medium-size FBO, small-size FBO, two commercial aviation permittees, California Pilots Association (CPA), Experimental Aircraft Association (EAA), Aircraft Owners and Pilots Association (AOPA), East T-Hangars, West T-Hangars, and two Hayward residents from the Winton Grove area. Volunteers from the Airport's aviation community have already expressed interest in serving on the Working Group. If more than two residents express interest, they will be interviewed and selected by Council's Airport Committee. Selection of the resident members would follow a comprehensive notification process. It is important to note that the Working Group will not be dealing with aircraft noise, aircraft overflight of residential areas, nonaviation commercial tenants, or the existing Hayward Noise Ordinance. Rather, it will focus on such things as internal airport operational rules and regulations, hangar eligibility, and commercial aviation business standards. This is strictly a Municipal Code update focusing on operational rules and regulations, and minimum standards for commercial aviation businesses. The Council's Airport Committee reviewed and concurred with this approach at its meeting on October 23, 2003.

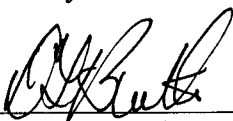
#### **Project Schedule:**

Begin Project	November 2003
Tenants and Airport Users Input Meeting	April 2004
Councils Airport Committee Review of Draft Primary Documents	July 2004
Councils Airport Committee Review of Final Primary Documents	October 2004

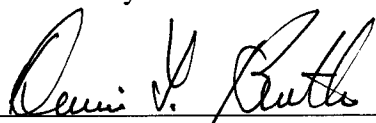
#### **Funding:**

The cost to complete project elements will not exceed \$60,000. Staff believes that the negotiated cost is reasonable for the scope of work. Funding for updating of the Primary Documents has been approved in the Capital Improvement Budget in the amount of \$70,000.

Prepared by:

  
for Brent S. Shiner, Airport Manager

Recommended by:

  
Dennis L. Butler, Director of Public Works

Approved by:

  
Jesús Armas, City Manager

**DRAFT**



HAYWARD CITY COUNCIL

RESOLUTION NO. \_\_\_\_\_

Introduced by Council Member \_\_\_\_\_

RESOLUTION AUTHORIZING THE CITY MANAGER  
TO EXECUTE AN AGREEMENT BETWEEN THE CITY  
OF HAYWARD AND AVIATION MANAGEMENT  
CONSULTING GROUP FOR PROFESSIONAL SERVICES  
TO UPDATE PRIMARY DOCUMENTS FOR THE  
HAYWARD EXECUTIVE AIRPORT

BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized and directed to execute on behalf of the City of Hayward an agreement with Aviation Management Consulting Group for professional services to update primary documents for the Hayward Executive Airport, in an amount not to exceed \$60,000, in a form to be approved by the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA \_\_\_\_\_, 2003

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward